



**City of Fairfax
Summer Camp**

Sunshine Kidz Day Camp

Summer 2016

Welcome Sunshine Kidz and Parents!

We are excited to meet many of you and to be reunited with those of you who are returning to the program. We are looking forward to our time together, and hope we can make this a memorable summer for all of our children.

We realize that the first week will be the most difficult for some of the children. We will do our best to meet and greet your child immediately and involve them in one of our morning station activities. It would be helpful if you did not make the good-byes too long so your child can get acclimated quickly.

Please make sure your child has lunch, a snack and a drink each day during the program, and be sure he or she is dressed appropriately to play inside and out. Each week we will give you a calendar and newsletter to keep you informed about all of the exciting activities and trips we have planned. Please take time to read this information carefully so you and your child will come prepared.

We hope this handbook will help you and your child feel prepared for the program. Please feel free to ask any of the staff questions you may have.

We look forward to a great summer together!

-The 2016 Sunshine Kidz Staff

Sunshine Kidz Day Camp

Sunshine Kidz Day Camp is a summer recreational preschool program offered Monday through Friday. We are a Virginia state licensed preschool program as well as accredited by the American Camp Association, and therefore adhere to the standards required for a licensed child care center.

Our primary goal this summer is to help your child develop positive peer relationship skills in a fun, engaging environment. Your child will have many opportunities to learn through hands-on arts and crafts, sports and various gross motor activities, storytelling, role play, sharing through show and share, field trips, special guests and more!

Site Addresses:

Providence Elementary School
3616 Jermantown Rd
Fairfax, VA 22030
703-678-9665 *not activated until June 29th
sunshinekidzcamp@fairfaxva.gov

Daniels Run Elementary School (NEW)
3705 Old Lee Highway
Fairfax, VA 22030
(703) 963 – 5644 *not activated until June 29th
sunshinekidzcamp2@fairfaxva.gov

Administration:

City of Fairfax
Parks & Recreation Department
3740 Old Lee Highway
Fairfax, VA 22030
703-385-7978
julie.miles@fairfaxva.gov

2016 CAMP DATES

FULL SUMMER WEEK CAMP: JUNE 29TH – AUGUST 19TH (INCLUDES BONUS WEEK FOR FULL SUMMER REGISTRANTS ONLY, NO CAMP ON FRI. JULY 4)

Session Dates:

Session A	June 29 – July 1
Session B	July 5 – July 15 (No camp on July 4)
Session C	July 18 – July 29
Session D	August 1 – August 12

Hours of Operation:

8:45am – 1:00pm

About Sunshine Kidz Day Camp

STAFF

Our camp staff is well-trained and experienced in working with children. Staff members have undergone in-service training regarding the program, and specific training in First Aid, Health and Safety and CPR. All staff has had criminal background checks and has met specific qualifications for working with children.

DAILY SCHEDULE

- Free Play – Centers
- Small group activities – art/games/movement/activities/nature
- Story Time
- Small group activities
- Lunch
- Free Play
- Closing Circle Time, Dismissal

Schedule may vary due to special events/trips/activities

EXPECTATION OF SUNSHINE KIDS

We will work with our Sunshine Kids to be sure all children understand the proper way to interact with other children in the group. We will encourage the children to **play safely, respect people, and respect property**. We will use gentle redirection as our standard method of addressing inappropriate behaviors. Additional steps may be needed when children are unable to participate in the group in a positive manner. Possible steps include:

- 1) A brief period of time out
- 2) A phone call home
- 3) Other arrangements agreed upon by the program administration and the parents
- 4) Removal from the program

We want your child to be a part of this wonderful program and will do everything possible to keep them a part of it.

LICENSING REQUIREMENTS

In order to ensure the safety of your child and to meet Virginia state licensing requirements, all forms must be on file in the Parks and Recreation Department no later than June 15, 2016.

These forms include:

- Participant Information Card
- Copy of current Immunizations Records from doctor with proof dated after 8/15/15.
- Illness Inform, Field Trip Permission and School Attendance Form
- VA State School Entrance Health Form
- Proof of age verification (birth certificate must be shown for proof of age by first day of camp)

- **Immunization Records and Permission Forms:** In order ensure the safety of all participants and to meet the State of Virginia licensing requirements, you must submit a current Virginia Health From (dated after 8/15/15) for your child(ren). Please submit this form to the camp staff no later than June 15, 2016. Unfortunately, we **will** be turning away those who do not bring their paperwork on the first day. Included is a copy of the Virginia Health From to be completed by your child's physician. If you have already completed this form for your child for school entrance or any other child care, please provide us with a copy of this document. Please also complete the permission form with Illness, Field Trips and School Attendance found in this packet and return it by your child's first day of camp. *Additionally*, you must present a birth certificate or passport for your child as age verification.
- **Sign-in and Sign-out Entrance:** For your child's safety, it is required that all children are signed in and out of the camp program by an authorized adult.

Providence Elementary: Please proceed to the right side entrance of by the school Cafeteria (Not the cafeteria entrance, this entrance is for Providence Summer Camp. There will be signs posted labeled "Sunshine Kidz camp entrance.")

Daniels Run Elementary: Please enter at the front entrance of Daniels Run Elementary school. You will see signs posted labeling the entrance to the camp itself.

APPROPRIATE DRESS

Please make sure your child is dressed to play and move. As weather permits, the children will be playing outside as well as inside. On water days, your child should arrive wearing their swimsuit and sunscreen. Please remember to send a towel.

SUNSCREEN AND BUG SPRAY

Sunshine kid's staff **will not apply** sunscreen or bug spray to participants. Please apply to your kids before camp or send spray sunscreen/bug spray that staff can assist with.

TOILET TRAINING

All children should be toilet trained before attending Sunshine Kidz Day Camp. We do understand that accidents occur. We will handle this in a sensitive manner and call the parent immediately. Recurring problems will be addressed individually. If you anticipate any problems please take your child to the bathroom upon arriving and send in a change of clothes as well.

SHOW AND SHARE

This is a time where your child has an opportunity to bring in a special item from home and talk about it in front of a small group of children. It is a great way for your child to use language skills to describe and share about objects in a comfortable setting. Please have your child bring something special from home only on these days as noted on the weekly calendar.

LUNCH

Please provide your child with a lunch each day. It is recommended that you also send a drink as well, although the children will have access to water fountains. Please do not send anything in glass containers or any foods that require refrigeration. Also, if you send a snack for the group to share, it must be store-bought and include the list of ingredients. We know we will miss out on many homemade snacks, but child allergies require extra diligence on our part.

Also due to many allergies, if possible please refrain from sending your child to camp with any products that contain nuts. All children with food allergies will eat in “nut-free” area within the snack room.

***All lunches must be labeled with the child’s first, last name and we will provide date labels daily.**

DROP OFF AND PICK UP

Upon arrival at the camp site each day at the specified time (*Parks and Recreation Department will not be responsible for children dropped off at camps earlier than the designated start times*), PARENT or GUARDIAN **must** sign-in child(ren) with a staff member at the site entrance. At the end of the day, PARENT or GUARDIAN **must** sign-out child(ren) with a staff member.

The staff will request identification for everyone who picks up a camper, INCLUDING PARENTS/GUARDIANS. Campers will NOT be allowed to leave unless identification is presented at the time of pick-up. Please fill the **Pick-up Authorization Form** portion on the back of the Participant Information Card with all the people who are allowed to pick up your child. Your child will not be allowed to leave camp with anyone other than a parent or guardian, unless they are on the pick-up authorization list. REMEMBER, this is for your child's safety and your peace of mind.

For your child's protection, we ask that you provide us with advance written notice for the following reasons:

- 1) If you plan to pick up your child early, or
- 2) Authorizing someone to pick-up or drop off your child, other than yourself, and anyone listed on the pick-up authorization form (this form is located at the back of this manual), or
- 3) Advance notice of your child being absent.

If you are picking up your child early, you must go directly to the Camp Leader to sign out your child. Staff will direct you to the proper location. Please make sure to pick up your child on time. Dismissal time for AM Program is at **1:00pm**. A warning will be given to the parent/guardian the first time a child is picked up late. Thereafter, a late fee of \$15.00 will be charged for every 15 minutes or any part thereof.

HEALTH CONCERNS

We will notify you immediately if your child exhibits any signs of illness while attending the preschool program. You are required to pick your child up as soon as possible. Please keep your child home during illness and for 24 hours after if he or she a) has a fever of 100 degrees (F) or higher; b) has recurring vomiting or diarrhea; c) exhibits any communicable illness such as conjunctivitis (“pink eye”); or d) has head lice.

If your child needs to have medication on site for allergies or chronic health conditions, please follow these guidelines:

*Medication must be in the **original, labeled container supplied by the pharmacist**. A separate letter from the physician is required for EPIPENS, inhalers, and other long term medications, and must include written instructions concerning administration and dosage. Medication must be picked up by the last day. **All remaining medication will be destroyed.**

EMERGENCIES

Should an emergency occur, our staff will contact the first name on the registration form immediately. Should those persons be unavailable, we will contact the emergency contacts.

FIELD TRIPS

We will travel by bus on several excursions this summer. Please make note of these days so that your child will arrive in the summer recreation **T-shirt** provided for this summer. We will not be able to wait for individual children if you are late to camp on the day of a trip. No staff members are left at the camp site on trip days and children are not allowed to be at the site without a staff member present. Please make arrangements in advance if you do not wish for your child to attend a trip.

Parents are welcome to attend but will be asked to drive separately due to seating availability and pay their own cost for each trip. Siblings not registered with the program are not permitted to ride the bus.

DIRECTIONS TO THE PROVIDENCE ELEMENTARY SCHOOL

From the South:

Head northwest on **Main St (Fairfax Blvd)** toward **Railroad Ave**. Turn right onto **Jermantown Rd**. Turn left at Providence Elementary School.

From the North:

Coming from Oakton, head south on **Hunters Mill Rd/State Route 674** toward **Chain Bridge Rd**. Turn right at **CoRd655/Jermantown Rd**, continue to follow **Jermantown Rd** (1.5mi). Turn right at Providence Elementary School.

Or

From I-66: Take exit **57A** to merge on **US-50 E/Lee Jackson Memorial Hwy** toward **Jermantown Rd**. Turn left into **Jermantown Rd**. Turn left at Providence Elementary School.

From the East:

Take **Fairfax Blvd** toward **Draper Dr**, slight right onto **Fairfax Blvd/Main St**, then turn right at **Jermantown Rd**. Providence Elementary will be on the left.

Or

Take **Route 236** (Main Street), turn right onto **Jermantown Rd**. Providence Elementary School will be on the left.

From the West:

Take **Route 29/Lee Hwy**, sharp left onto **Fairfax Blvd/Main St**. Turn right at **Jermantown Rd**. Providence Elementary School will be on the left.

DIRECTIONS TO THE DANIELS RUN ELEMENTARY SCHOOL

From the South:

Depart VA-123 N / Ox Rd toward **School St**. Turn right onto **Sager Ave**. Turn left onto **East St**. Road name changes to **Old Lee Hwy**. Arrive at **3705 Old Lee Hwy Fairfax 22030** on the right. If you reach **Colony Rd**, you've gone too far.

From the East (on I-66 W):

Depart I-66 W. At exit 62, take ramp right for VA-243 South toward Fairfax. Turn right onto US-29 / VA-237 / Lee Hwy. Keep straight onto Fairfax Circle. Turn right onto Old Lee Hwy, McDonald's on the corner. Arrive at 3705 Old Lee Hwy Fairfax 22030 on the left. The last intersection is Colony Rd. If you reach Farrcroft Dr, you've gone too far.

From the East (on VA-236 W / Little River Turnpike):

Depart VA-236 W / Little River Turnpike toward Pineland St. Turn right onto Old Lee Hwy. Arrive at 3705 Old Lee Hwy Fairfax 22030 on the right. If you reach Colony Rd, you've gone too far.

From the west (on I-66 E):

Depart I-66 E. At exit 57A, take ramp right for US-50 East toward Fairfax. Keep right onto VA-236 E / Main St. Turn left onto VA-123 / Chain Bridge Rd, and then immediately turn right onto VA-236 / North St. Turn left onto Old Lee Hwy McDonald's on the corner. Arrive at 3705 Old Lee Hwy Fairfax 22030 on the right. If you reach Colony Rd, you've gone too far

We look forward to making this a fun and exciting summer with your camper! We understand that for many of you, this is your child's first camp experience so if you have any questions please do not hesitate to contact us!

Julie Miles

Community Programs Coordinator

Julie.miles@fairfaxva.gov

703-385-7978